

**Lebanon Board of Finance  
Minutes of December 8, 2011  
Regular Meeting**

Members present: Liz Charron , Glen Coutu, Gregg Lafontaine, Donald Anderson, David Scata, Betsy Petrie

Alternates present: Chuck Haralson, Diane Malozzi, Ed Tytor

**Item A.**

Liz Charron called the special meeting to order at 7:30 pm.

**Item B.**

Consider and act on seating of alternates for this meeting, if necessary

Not Necessary

**Item C. Election of Officers**

G. Lafontaine moved to appoint G. Coutu as temporary Chairman for the election of officers. D. Anderson seconded. Motion passed unanimously. B. Petrie moved to nominate L. Charron for Chairman of the Board of Finance. G. Lafontaine seconded. Motion passed with 5 ayes and 1 abstention-L. Charron. L. Charron resumes as Chairman of the Board of Finance and accepts nominations for Vice Chairman. G. Lafontaine moved to nominate G. Coutu as Vice Chairman. D Anderson seconded. Motion passed with 5 ayes and 1 abstention-G. Coutu. G. Coutu moved to nominate B. Petrie as Secretary. D. Anderson seconded. Motion passed with 5 ayes and 1 abstention-B Petrie.

**Item D. Minutes of previous meeting.**

D. Anderson moved to accept the minutes of the November 10, 2011 regular meeting. Motion was seconded by G. Coutu. Motion passed, 2 abstain.

G. Coutu moved to accept the minutes of the November 29, 2011 special meeting. D. Anderson seconded. Motion passed unanimously.

**Item E. Correspondence received.**

Email from C. McCall Jonathan Trumbull Library. Will be discussed under other.

**Item F. Monthly expenditures/Revenues/Payment of Bills**

Report distributed.

Items reviewed included account 434-Street Lights; 442 Vital Statistics-booking error; 445 Human services-storm related expenses for condemned residence; 400-Legal counsel will be discussed at new business.

Discussion regarding process of authorizing over expenditures. No action taken

## **Item G. Ongoing Business**

### **1. Subcommittee updates**

**a. Investment policy and cash management,**  
committee needs to be appointed

**b. Board Policies and Procedures**  
committee has not met since last BOF meeting

#### **c. Capital Funding**

G. Coutu provided update to BOF of Town Auditor opinion. In general, the auditor does not have an issue with setting up a TIP type of fund for school properties. However, he expressed concerns over the types of expenses charged to these types of funds. Normal annual maintenance should be covered in operating funds. It was agreed that a meeting with the auditor would be set up to discuss these proposed changes.

#### **d. Budget Process**

L. Charron distributed calendar of proposed dates. Discussion followed. Dates changed. Updated calendar presented based on discussion. See attached.

G. Lafontaine moved to accept calendar with changes. D. Anderson seconded. Motion passed unanimously.

## **Item H. New Business**

### **1. Consider and act on the process for accepting grants.**

No action taken.

### **2. Update from the first selectman on the work and staffing in finance office.**

J. Okonuk reviewed consultant conversations and input from several firms to determine service provided by these firms.

Present needs in the office being managed by 2 days per week from school consultant. Additional resource is needed so J. Okonuk has hired another

consultant on a per diem basis. Present tasks include weekly work as well as audit prep and budget prep for next year.

**3. Update from First Selectman on legal expenses for current fiscal year.**

J. Okonuk reviewed present legal fees for all accounts.

Selectman office, Town Clerk, Finance office, Wetlands enforcement, Assessment appeals, Personnel, Dixworks, ZBA, and upcoming union negotiations.

Dixworks will be reimbursed via WPCA. Account is currently within budget. No action taken at this time.

**4. Consider and act on the calendar for the 2012 regular Board of Finance meetings.**

(schedule attached)

D. Scata made motion to accept calendar, D. Anderson seconded. 4 ayes, 1 nay-G Coutu, and 1 abstain-G Lafontaine. Motion passes.

**5. Consider and act on establishing new membership for subcommittees.**

a. Investment policy and cash management.

L. Charron, C. Haralson, E. Tytor

b. Policy and Procedures (this committee will cover budget process as needed)

G. Lafontaine, D. Scata, D. Malozzi

c. Capital Planning

G. Coutu, B. Petrie, D. Anderson

d. Budget Process

will be included in the BOF Policies & Procedures

**6. Other**

Motion made by G. Coutu to add Jonathan Trumbull Library communication to agenda. Seconded by D. Anderson.

C. McCall email requested that employee benefits be budgeted in the account used for this for the townhall staff. After discussion it was decided that this would make it difficult to determine how much the Library costs in total and there was no benefit to doing this. No action taken.

**j. Adjourn**

Motion to adjourn by D. Scata, seconded by G. Coutu to adjourn at 9:06. Motion passed unanimously.

Betsy Petrie  
Secretary